

APPENDIX 5 PRE-APPLICATION CHECKLIST

Subdivision / Project Name: _____

Subdivider Name: _____

Required Information	Information Provided	
	Applicant	Staff Verified
1. Narrative		
a. Describes proposed subdivision		
b. Identifies landowner (including names of the principal of an LLC or corporation), subdivider, and subdivider representative names, addresses, and telephone numbers		
c. Includes a complete legal description of the property		
d. Documents the proposed subdivisions as a first minor (if applicable)		
e. Documents any water rights		
f. Identify any special improvement districts or rural improvements districts		
2. Subdivision Assessment Form (appendix C) - signed		
3. Vicinity map showing the location of the proposed subdivision in relation to nearby landmarks		
4. Crucial Area Planning System (through Montana FWP) results		
5. Sketch plan		
a. Information on the <u>current status</u> of the site: 1. existing tract and lot boundaries 2. description of general terrain, including topography 3. natural features on the land, including water bodies 4. existing structures and improvements 5. existing utility lines and facilities serving the site, including irrigation ditches and other water user facilities 6. existing easements and rights-of-way 7. existing zoning or development regulation standards 8. existing conservation easements 9. existing covenants or deed restrictions 10. adjacent land uses		
b. Information on the <u>proposed subdivision</u> 1. tract and lot boundaries 2. land uses		

3. public and private improvements 4. location of utility lines and facilities 5. easements and rights of way 6. parkland, open space, and/or conservation easements		
6. Fee – payable to Madison County Planning a. Planning Review \$100 b. Public Safety Review - \$80 plus \$10/lot		
7. Notification Letter/List – agencies, adjacent landowners ¹ , lienholders, etc.		
<div style="background-color: #cccccc; padding: 10px;"> OFFICE USE ONLY Pre-application Received on ____/____/____ by _____ Materials deemed complete on ____/____/____ by _____ Subdivider authorized to send out notifications on ____/____/____ (allow 30 days for comments) 19 additional copies received on ____/____/____ Scheduled for Planning Board meeting of ____/____/____ Site Visit ____/____/____ </div>		

¹ Refer to records in the Clerk and Recorder's and Treasure's offices for names and addresses of adjacent landowners